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**From:** Fallon, Gail  
**Sent:** Thur 11/2/2017 7:03:46 PM  
**Subject:** ACTION NEEDED: Permit tracking  
MERLIN Assignments- Pending Not on Hold Permits Query.xlsx



R8 Pending Tribal Permit Tracking.xlsx



HQ DI Permit Tracking Database Query 10-30-2017.xlsx

Hi all – Sorry we had to cut the discussion short this morning. Rather than meeting again today as it is hard to catch everyone, I’m forwarding this email request. I’ll set up a meeting for next week to follow up. I’ve posted two Excel files on SharePoint in the Permit Planning folder. When you go into our Air site, this folder shows up on the left hand column. The attached files are actually links to these SharePoint files. The HQ database query shows everything that is in the SharePoint database that HQ created a couple of weeks ago (for clarification, Aaron explained to me that it’s not really a database but rather a “list”) and is an easier way, I believe, to QA the HQ database. There’s probably not a need for you to spend much time reviewing the query at this time, but I provided it for reference. The HQ database includes FY16, FY17, FY18 and pending actions for all Regions.

I have also attached a query from MERLIN that Aaron pulled for me a few days ago that might be helpful for QA purposes. I did not upload this to SharePoint. I didn’t realize we could do such queries but maybe you are all already aware of this.

As some of you may have heard on the workgroup staff call yesterday, the expectation is that we will be maintaining the new HQ SharePoint database which will be used to create monthly reports; so when you make a MERLIN entry, a conforming entry should be considered/made in the HQ database. Here is a link to the HQ database:

[https://usepa.sharepoint.com/sites/OAR\\_Community/NSRG/NTD/SitePages/Air%20Permit%20Application%20%20All%20Permits.aspx](https://usepa.sharepoint.com/sites/OAR_Community/NSRG/NTD/SitePages/Air%20Permit%20Application%20%20All%20Permits.aspx)

If you are unable to access this, please request access so you are set up for making future updates. You should receive an automatic option to do when you attempt to access the site but if you encounter problems the OAQPS contacts are: Dylan Mataway-Novak, Jessica Montanez, and Dave Svendsgaard.

**TASK DUE BY COB, FRIDAY, NOVEMBER 3RD:**

**Please focus on the R8 Pending file. This is intended to represent everything we currently have before us that is pending. I added a few applications (need help filling in some of the blanks for some of these) that I think we missed in the original effort to populate the HQ database. I have filled the Facility Name cell in green if I think it is an action we should complete in FY18 and yellow if it's something that is on hold for a good reason (five of those).**

- Please review those actions assigned to you for accuracy as well as for confirmation that something marked green can be completed in FY18.
- For any edits you make, please do these in red so I will know conforming edits are needed in the HQ database. (I intend to make the edits in the HQ database myself so I'm comfortable we have a clean starting point.)
- I have indicated some questions or edits in red in the R8 Pending spreadsheet already – please leave in my edits and respond as needed with additional edits.
- We should have separate entries for each permit application. If there are any that will be addressed in one permitting action, please note that in the Comments column.
- I'll review Stuart's and the ones marked as permit writer pending. Claudia, I can also help on the ones assigned to you.
- I believe Excel only allows one editor at a time, so please be sure to close the file when you are not actively editing.

I'm not sure about the best approach for making sure that we are not duplicating or missing items other than entering a full permit number for each action but am open to ideas if you have suggestions about this. The full permit number is not currently being used in the HQ database.

I apologize about the short fuse. We are briefing the RA on Monday afternoon and I just learned

yesterday that we need to have something to present that shows all the pending actions before us and what we intend to work on in FY18. Monica requested that I provide something by 3:00 today for her and Martin to preview. I'll just give her what we have so far and hope that we can clean it up a bit before Monday afternoon.

Thanks and let me know if you have questions.

Gail Fallon

Acting Permitting and Monitoring Unit Chief

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